

U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 13-110

OPEN TO:	All Interested Candidates	OPENING DATE:	July 17, 2013
POSITION:	Guard (Receptionist), FSN-4; FP-AA*	CLOSING DATE:	July 30, 2013
POSITION NO:	L-56880		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$24,518 p.a. (Starting salary) (Position Grade: FP-AA to be confirmed by Washington) *Ordinarily Resident: Rs.568,081 p.a. (Starting salary) (Position Grade: FSN-4)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Lahore is seeking an individual for the position of Guard (Receptionist) in the Regional Security Office.

BASIC FUNCTION OF POSITION:

The incumbent controls vehicular and pedestrian access to the Consulate General Building and keeps the Regional Security Officer and Security Investigators up to date on all security related matters. Incumbent serves as a receptionist at the Consulate General and is in charge of all screening/scanning and x-raying of incoming mail/packages and visitors.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of ten years of education is required.
- 2. EXPERIENCE:** Two years of progressively responsible clerical, security or receptionist experience is required. One year of customer service experience is also required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing of English and level IV (Fluent) Reading/Writing/Speaking of Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** Incumbent must have good clerical/receptionist knowledge. Must have knowledge of x-ray machine operations, walk-thru/handheld metal detectors and CCTV monitoring.
- 5. ABILITIES & SKILLS:** Incumbent must have good interpersonal and communication skills. Ability to maintain the excellent customer service is required. Incumbent must have an ability to maintain logs and should be security conscious. The ability to tactfully handle difficult visitors and direct the visitors to the appropriate offices/sections and ensure that proper access control procedures are followed is required. Incumbent must have basic MS Office Suite skills.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
8. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at PakJobs@state.gov. When submitting through email, the Vacancy Announcement Number (e.g. 13-110) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any document with your application at this stage. Only those candidates meeting all the requirements will be contacted for their test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in Pakistan.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 30, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.